| Step | Act | tion |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1a | Open up Internet Explorer. | |
| | Log into the URL provided | |
| 1b | The Warning Banner screen appears: ➤ Click the link at the bottom • "By clicking here," | WORNING*WARNING*WARNING* Warning and a start of the start of |
| 2 | The Two Factor Authentication Page appears. You will be able to use the following options to log in: | Secure Logon for F5 Networks Logon |
| | CAC Card PIV Card Secure ID (RSA Token) Select your option Click Logon | Privacy Policy EOIA Information Quality Disclaimer USA.gov Beack.gov SmartCard Help. BSA Help |

| Step | Act | ion |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2a | When choosing the CAC login option a Window Security pop-up appears. Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. Once you have the correct certificate selected click OK The Active Client Login appears: Enter your PIN Click <i>OK</i> | None National Oceanic Additionation Secure Logon for F5 Networks Important Logon Options [CAC] Important Secure Logon for F5 Networks Important Secure Logon Secure CoessERINK 1365872968 Secure DOB MAIL CA-41 Important More choices Important More choices Important More choices Important Activ/Client Login ? Activ/Client Login ? Please enter your PIN. Important PIN Important |
| 2b | When choosing the PIV login option a Window Security pop-up appears. Select <i>More Choices</i> if your Signature option is not your name with DOD Email option. Once you have the correct certificate selected click OK The Active Client Login appears: Enter your PIN Click <i>OK</i> | Viewsy Delay I folds [Information Quality Disclaimer [USAgey Readyagey SmartCarl Help ISA Help Activ/D* Activ/Client Login Plane OK Cancel |

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2c | When choosing the Secure ID (RSA Token) login option a new window appears Enter your User Name Enter your SecureID Token Click Logon Click Logon Secure Logon for F5 Networks Logen SecureID Icgen Secure Logon for F5 Networks Logen Secure Logon for F5 Networks Logen SecureID Icgen Icg |
| 3 | The XenApp Storefront Appears: |

| Step | Action |
|------|--------------------------------------------------------------------------------------------|
| 3a | If you click on the text rather than the icon, a pop-up will appear underneath. |
| | NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION |
| | Apps All (4) Categories ▼ |
| | CBSProd CBSProd Comproces Place Holder - Do Not Use TRAIN Acomproces |
| | CBSProd Anonymous Artisms: Description: Open |
| 3b | After clicking on the icon you'll see the circle working to open it. |
| | CBSProd Anonymous |
| 3c | Then the following pop-up appears: |
| | CBSProd – X Starting |
| | Cancel |

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | The Web Portal Login Screen appears and will not be maximized. |
| | |
| | |
| | Login |
| | Username Password |
| | ************************************** |
| | You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government- furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at you fue and/ Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicates your understanding of this warning. |
| | Check this accept box to indicate your understanding and acceptance of the System Use Notification explained above. |
| | Make sure to maximize the screen. |

| Step | Action |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | The first time logging in, you'll need to change your password. |
| | |
| | 352ED96F8CE3C81329B8DFD663FB30D532C0940A8C61B&contextType=external&username=string&oamserver=https%3A%2F%2Fssocbsprod.rdc.noaa.gov%2Foam%2Fserver |
| | CBS Financial Portal |
| | |
| | Login |
| | Username Password |
| | ********WARNING********* |
| | You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government- furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicates your understanding of this warning. |
| | **********************WARNING*********************************** |
| | Check this accept box to indicate your understanding and acceptance of the System Use Notification explained above. |
| | Login Cancel |
| | Did you forget your password? |
| | Click the link at the bottom "Did you forget your password?" |
| | Notes: |
| | ✓ If you don't know how to reset your password, you can email |
| | ✓ Passwords for Discoverer are changed through the portal. |

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | On the Self Service Password Reset – Step 1 Enter Username screen: |
| | CBS Financial Portal |
| | Self Service Password Reset |
| | 1 Enter Username 2 Validate Code |
| | This form requires that you have previously completed the online challenge question and answer setup process. |
| | Please enter your portal user name below to start the process of resetting your password. A security code will be sent to your email address on file. |
| | Note these important rules • You can initiate a request for new security code at one hour intervals. • A maximum of five (5) requests can be submitted within a 24-hour window. If you exceed this number, your account will be locked and you cannot use the self-feature for the next 24 hours. |
| | Step 1 of 4 - Username |
| | |
| | Next |
| | Type in your User Name (i.e. ops\$firlas01) Click Next |
| 7 | On the Self Service Password Reset – Step 2 Validate Code screen: |
| | CBS Financial Portal |
| | Self Service Password Reset |
| | 1 Enter Username |
| | Please enter the security code in the security code field below. You have three (3) attempts to provide the correct code. If you exceed this number, the current process will be locked for 15 minutes. |
| | Note: The security code was sent to your email address on file. It is case sensitive, and must be entered exactly as it appeared in the email message. An attempt is each time you click the submit button with data in the security code field below. |
| | Step 2 of 4 - Security Code |
| | Enter your Security Code* |
| | Next |
| | |
| | |
| | Type in your Security Code gotten from your email Click Next |

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | On the Self Service Password Reset – Step 3 Answer Questions screen: |
| | CBS Financial Portal |
| | Close |
| | B Self Service Password Reset |
| | 1 Enter Username 2 Validate Code |
| | Please enter the correct response to each challenge question below. You have three (3) attempts to provide the correct responses. Remember: responses are not case sensitive. Spaces are also ignored. |
| | An attempt is each time you click the submit button with data in the response field below. |
| | Step 3 of 4 - Answer Questions From what high school did you graduate?* |
| | In what state did you attend college?* |
| | In what city/town were you born?* |
| | Next |
| | Answer the three Challenge Questions |
| | Click Next |
| | Notes: |
| | |
| | ✓ If any of the responses are incorrect you will receive an error message. ✓ You will have 3 attempts to put the right response to the question. |
| | ✓ If not successful in answering you will need to contact the Client Services Help |
| | Desk in order for them to reset your password so you can reset your challenge questions/answers as well. |

| Step | Action |
|------|----------------------------------------------------------------------------------|
| 9 | On the Self Service Password Reset – Step 4 Reset Password screen: |
| | CBS Financial Portal |
| | Close |
| | Seit Service Password Reset |
| | 1 Enter Username ······ 2 Validate Code ······ 3 Answer Questions ······ 4 Reset |
| | Please create your new password. |
| | Step 4 of 4 - Change Password Password* |
| | Confirm Password* |
| | Save Cancel |
| | Bpassword Rules |
| | |
| | |
| | Enter the new Password |
| | Enter the Confirm Password |
| | Click Save |

| Step | Action |
|------|------------------------------------------------------------------------------------------------------|
| 10 | A message will appear "Your password was successfully changed. Please log in with the new password." |
| | CBS Financial Portal |
| | Close |
| | Self Service Password Reset |
| | Vour password was successfully changed. Please login with the new password. |
| | Login |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

> Click *Login*

| tep | Action |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | The CBS Web Migration Portal login screen appears: |
| | CBS Financial Portal |
| | Login |
| | Username Password |
| | ************************************** |
| | You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government- furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicates your understanding of this warning. |
| | ************************************** |
| | Check this accept box to indicate your understanding and acceptance of the System Use Notification explained above. |
| | Did you forget your password? |
| | Type in your User Name (i.e. ops\$firlas01) Enter the new Password Check the Checkbox Click Login |

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | The CBS Web Portal screen appears. |
| | CBS Financial Portal |
| | ↑ Home CFS+ Data Warehouse+ Reports Scheduler Account Administration |
| | Welcome QPSSERICOB01 - You logged in an Tue Jun 16 2020 11:59:53 - Your password will expire an : Wed Aug 12, 2020 |
| | Welcome |
| | Welcome to the new CBS Portal at FMT Data Center |
| | Production Database |
| | PLEASE NOTE YOU ARE ACCESSING THE PRODUCTION ENVIRONMENT |
| | Clientservices Hours |
| | You'll want to make sure you're launching the databases for the systems you have access to in order to synch up the passwords. Just changing your password and getting here will not do it fully. |
| 12a | If you have CFS access: |
| | |
| | Click on CFS Select CBSPROD |
| 12b | If you have NOAA Data Warehouse access: |
| | ↑ Home CFS+ Data Warehouse+ DWPROD |
| | Click on Data Warehouse Select DWPROD |

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12c | If you have both accesses, do each individually. |
| 13 | Different prompts will appear as either CFS or Data Warehouse are opening: Java |
| | CRACLE FUSION MIDDLEWARE FORMS SERVICES 12C |
| 14 | CFS or DW will open to the CBS Navigator Menu clon Edit View Help Window Con Edit View Help Window |